

## **60<sup>th</sup> DISTRICT COURT ADMINISTRATOR**

Under the general direction of the Chief Judge of the 60<sup>th</sup> District Court, manages the administrative and quasi-judicial functions of the District Court. Responsibilities include personnel management, caseload management, fiscal management, program planning, facilities management and other administrative functions. Responsible for research and planning, jury utilization, personnel, caseload, fiscal, labor relations, and facilities management as well as other responsible administrative matters of the court. Knowledge normally acquired through the completion of a Bachelor's degree in public administration, business administration, criminal justice or other closely related field of study. Post-secondary degree such as law degree or master's degree in court administration, business administration, public administration or a related field desirable. Five years of progressively more responsible experience in a district court or closely related setting including one year of supervisory experience. Experience in a managerial capacity in a court or related setting and/or experience working with federal, state and local government officials/ agencies in connection with policies, procedures, budgets and other management related issues is desirable. Thorough knowledge of district court procedures, statutes and court rules is necessary. Alternative qualifications that would meet these requirements will be evaluated on an individual basis. 2005 Salary Range - \$66,019 - \$84,073. Excellent fringe benefits. Located in Muskegon, MI. Submit cover letter and resume to Hon. Andrew Wierengo, Chief Judge, 60<sup>th</sup> District Court, Hall of Justice, 990 Terrace St., Muskegon, MI 49442 no later than January 15, 2006.